

# *Kansas Governor's Arts Awards* *2011*

## **Requirements for Arts Community Nominations**

Submit the following documents in the order listed (use this as your checklist):

- \_\_\_\_\_ **Completed nomination form**
- \_\_\_\_\_ **Two-page description of the community**, responding to items A through C outlined at the bottom of the nomination form
- \_\_\_\_\_ **Biographies of key personnel**, one-paragraph maximum each, written in narrative form
- \_\_\_\_\_ **Community catalogue or brochure**
- \_\_\_\_\_ **Two written testimonials** from current or former Kansans
- \_\_\_\_\_ **Two letters of support** from key community members, professional associations, experts in the field or partnering organizations
- \_\_\_\_\_ **Promotional DVD or CD** containing examples of public art, arts activities, programs and facilities (see below for detailed requirements)
- \_\_\_\_\_ **Arts Community Work Sample Index** - to accompany still images only, completed with photo identification

***Arts Community promotional CD or DVD requirements:***

Submit a CD or DVD containing examples of community arts activities. The promotional CD or DVD should be no older than five years.

Test all submissions on a DVD player or a computer to ensure the files are properly formatted, function correctly and are navigable. All submissions must be compatible with both Mac and PC platforms. Label must be printed directly on the disk; DVDs or CDs with adhesive labels will not be accepted.

***If submitting still images:*** Include a maximum of 20 images in jpg format only of public art, arts activities, programs and facilities completed in the last 10 years. Only two of the 20 images may be details. Include an Arts Community Photo Index in each nomination packet.

\_\_\_\_\_ Submit one CD only, attached to original nomination packet.

OR

\_\_\_\_\_ Upload work samples to a website, such as YouTube, flickr, or similar publicly accessible video service. Include website link on the Arts Community Work Sample Index.

***If submitting a promotional DVD:***

\_\_\_\_\_ Submit eight DVDs: one attached to each nomination packet.

OR

\_\_\_\_\_ Upload work samples to a website, such as YouTube, flickr, or similar publicly accessible video service. Include website link on the Arts Community Work Sample Index.